

PERSONNEL COMMITTEE

11-0200R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE
SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF
WATER PLANT SUPERVISOR.

CITY PROPOSAL:

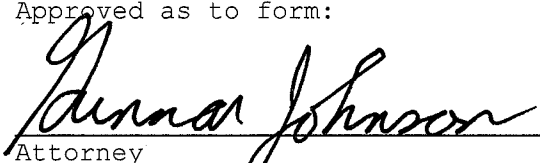
RESOLVED, that the proposed amendments to the specifications for the civil service classification of water plant supervisor, which were approved by the civil service board on November 3, 2010, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its supervisory unit employees and compensated at Pay Ranges 1075-1085.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ao 4/14/2011

STATEMENT OF PURPOSE: The job description was updated to reflect current duties of the classification. The pay rate negotiated for this classification is Pay Ranges 1075-1085, pay rate of \$4,651 to \$5,958 per month. This is a change from Pay Range 1075, pay rate of \$4,651 to \$5,651 per month.

WATER PLANT SUPERVISOR

PURPOSE:

Coordinate the flow of potable water throughout the City's distribution system in a safe efficient manner and direct assigned employees in the completion of their responsibilities.

FUNCTIONAL AREAS:

1. Coordinate the flow of potable water throughout the City's distribution system in a safe, efficient manner.

- * A. Ensure all Gas & Water Supply Division water facilities are visited weekly to ensure proper working conditions.
- * B. Ensure there is a sufficient inventory of chemicals to provide an adequate supply of potable water to the water systems served by the City of Duluth.
- * C. Ensure all phases of the water treatment process are in accordance with applicable standards.
- * D. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
- * E. Maintain a sufficient volume and pressure of finished, potable water delivered to the water systems served by the City of Duluth.
- * F. Analyze and evaluate water supply system operation, water usage and system vulnerability, and recommend plant improvements and additions.
- * FG. Coordinate the operation and maintenance of the HVAC systems at the water treatment plant, pumping stations, and water storage facilities.
- * GH. Coordinate maintenance, troubleshooting, and repair of Supervisory Control & Data Acquisition (SCADA) system.
- * HJ. Develop and maintain an O&M Program for the Gas & Water Supply water facilities.
- * IJ. Troubleshoot and correct abnormal operating conditions.
- * JK. Assist in the development of the Gas & Water Supply Division annual work plan, annual budget, and long-range strategic plan.
- * L. Formulate, initiate or recommend new or improved practices and policies; develop plans and procedures to ensure efficient plant operation, including SCADA parameters and set points.
- * K-M Collaborate with other individuals, within and outside the City, in order to conduct regular and emergency operations efficiently.
- * L. Correspond with others, verbally and in writing, within and outside the City, in a respectful, appropriate manner.
- * N. Coordinate emergency operations and communications for Public Works & Utilities as assigned.
- * O. Create and submit plant production reports to meet internal and external reporting requirements, including reports to regulatory agencies as required.

2. ~~Direct assigned employees in the completion of their responsibilities.~~

- * ~~A. Establish priorities, assign work to personnel, and monitor completion of work.~~
- * ~~B. Participate in the hiring, transfer, suspension, or discharge of Gas and Water Supply Division personnel.~~
- * ~~C. Train personnel in correct and safe operating procedures.~~
- * ~~D. Effectively recommend adjustments or other actions in employee grievances.~~
- * ~~E. Develop and maintain a work schedule for employees to ensure adequate coverage at the Water Treatment Plant.~~
- * ~~F. Delegate authority and responsibilities to others as needed.~~
- * ~~G. Disseminate instructions to employees through bulletins and other communications.~~

2. Supervise assigned staff

- * A. Prioritize, assign and direct work and projects.
- * B. Coordinate work schedules and approve or reject leave requests.
- * C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
- * D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
- E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
- * F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- * G. Effectively recommend adjustments or other actions in employee grievances.
- * H. Delegate authority and responsibilities to others as needed.
- * I. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS:

Experience and Education Requirements

- ◆ | A. Five years experience operating a Minnesota Class "A", or equivalent, water treatment plant.

License Requirements

- ◆ | A. Must possess and maintain a Minnesota Class "A" wWater eOperator's LLicense.
- ◆ | B. Possess and maintain a Minnesota 2nd Class C Boiler Engineer License
- ◆ | C. Possess and maintain a Minnesota Driver's License or equivalent.

Knowledge Requirements

- ◆ | A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the potable water treatment industry.
- ◆ | B. Knowledge of high voltage (2400 V) electricity.
- ◆ | C. Knowledge of mechanical systems and plumbing.
- ◆ | D. Knowledge of chemistry.
- ◆ | E. Basic knowledge of mathematics and electronics.
- † | ~~F. Basic knowledge of electronics.~~
- ◆ | ~~GE.~~ H. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- ◆ | ~~HG.~~ I. Basic knowledge of low pressure boiler operation, and building HVAC equipment operation maintenance, and repair.
- † | ~~I.~~ J. Basic knowledge of building HVAC equipment operation, maintenance, and repair.
- ◆ | ~~JH.~~ K. Knowledge of effective- accepted supervisory practices.
- ◆ | ~~KI.~~ L. Knowledge of SCADA systems.
- ◆ | ~~J.~~ M. Knowledge of local, state and federal regulations relating to water production

Skills Requirements

- ◆ | A. Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- ◆ | B. Skill in accurately measuring and recording data using various means, including electronic devices and computers.
- † | ~~C.~~ C. Skill in accomplishing work by directing others.
- † | ~~D.~~ D. Skill in interpersonal relations.

- ◆ EC. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- ◆ D. Skill in effectively communicating and preparing concise written and oral reports.
- ◆ E. Skill in interpersonal relations.
- F. Computer skills, specifically spreadsheet, and word processing applications.

Ability Requirements

- † A. Ability to transport oneself to various locations within and outside the City of Duluth.
- † B. Ability to lift and carry up to 50 pounds occasionally and 25 pounds frequently.
- † C. Ability to stoop, bend, reach, handle, finger, and feel while maintaining equipment.
- † D. Ability to talk, hear, taste, and feel while communicating and diagnosing equipment malfunction.
- † E. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors.
- ◆ A. Ability to read and interpret plans, specifications, and other technical literature.
- ◆ FB. Ability to operate an overhead crane.
- ◆ GC. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- ◆ D. Ability to research new products and contract services, collect bids, and make price comparisons.
- ◆ E. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
- ◆ F. Ability to supervise and direct work of others in an open and participative work environment.
- † H. Ability to obtain a Class D Minnesota Driver's License or privilege.
- ◆ IG. Ability to attend work on a regular basis.
- ◆ JH. Ability to use good judgment during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

Physical Requirements

- ◆ A. Ability to transport oneself to, from, and around various locations within and outside the City.
- ◆ B. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.
- ◆ C. Ability to stoop, bend, reach, handle, finger, and feel while maintaining equipment.
- ◆ D. Ability to talk, hear, taste, and feel while communicating and diagnosing equipment malfunction.
- ◆ E. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors

* Essential functions of the classification.

- ◆ Minimum requirements necessary on the first day of employment.

Analyst: KG	Class #: 1366	Union: Supervisory	Pay: 1075	
CSB: 20070814	CC: 20070910	Res #: 07-0593R	WC Code: 7520	
EEO Funct: Technician		EEO Cat: Utilities/Transportation		
<u>Anlst:</u>	<u>Class:</u>	<u>Union: Supervisory</u>	<u>Pay:</u>	<u>CSB:</u>
<u>CC:</u>	<u>Res:</u>	<u>EEOC: Skilled Craft</u>	<u>EEOF: Utilities/Transportation</u>	<u>WC:</u>